

**Division of Financial Management Operating Instructions  
Processing Reimbursable Agreements A26  
Overview and Procedure  
Cost Accounting Section**

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**Guidelines – Principal**

- 267 FW 1, Reimbursable Agreements – Policies and Procedures, Fish and Wildlife Service Manual: U.S. Fish and Wildlife Service  
<http://policy.fws.gov/267fw1.html#1.10>

**Function**

A reimbursable agreement is a contractual relationship under which the Fish and Wildlife Service (the Service) provides a product or service to a non-Service party with the costs paid by the recipient. Customers include the Federal government, state governments, local governments and/or private entities.

Authority for reimbursable agreements comes from Congress. Congress recognizes that the Service has specific expertise which other governments or businesses may need.

The Division of Financial Management/Denver Operations (DFM/DO) processes the billings and collection of reimbursable funds. Requirements are in place for managing the contracts of various types of customers.

**Overview**

The Regions, customers including the Federal government, state governments, local governments and/or private entities, the Division of Financial Management/Denver Operations (DFM/DO) Cost Accounting Section (CAS), and the National Business Center (NBC), all have roles in the reimbursable agreement process.

The reimbursable agreement contractual relationships are established at the Regional level. This includes: contract approval, verifying exceptions to standard indirect costs, waiving advance payments, packaging information and documentation, review, and submission.

The DFM/DO's CAS enters the process after the reimbursable agreement is negotiated. The CAS works with the Region to assign a job number and to collect the project documentation. The CAS enters the agreement into FFS, processes advance payments and fills out collection transmittals and sends them to the NBC for data entry, and assembles the documentation in a project folder. The CAS records all activity that pertains to the reimbursable agreement in the project folder.

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## **Function Details**

The Service follows the reimbursable agreement guidelines established in 267 FW 1. Most of the guidelines apply directly to the Regions but are included in this document, because the parameters set at the regional level provide the structure for the reimbursable process at the DFM/DO.

## **Approval**

### **Regions :**

The Regional Directors or Assistant Regional Directors can approve reimbursable agreements with Federal agencies and state, local, or tribal governments, and private entities for activities within their assigned areas of responsibilities.

- Regional Directors may approve reimbursable agreements with private entities when the agreement does not exceed \$10,000.
- Consistent with the Natural Resource Damage Assessment and Restoration (NRDAR) policy (521 DM 3.2), the authorized official with the concurrence of the Director and Solicitor can approve NRDAR agreements with private entities.
- Regional Directors (or authorized officials) may approve reimbursable agreements in excess of \$10,000 during the initial phase of an oil spill response action. The Service offers the responsible party the option to pay for cleanup expenses without involving the U.S. Coast Guard and/or the judicial system. The responsible party has forty eight (48) hours to make a decision on whether or not to accept the Service's estimate for response costs. If the estimate is accepted, the responsible party must be prepared to present payment to the Service. If the responsible party decides to forego the initial estimate, the Oil Spill Liability Trust Fund will be activated.
- When the agreement exceeds \$10,000, the Assistant Director or Regional Director must forward a memorandum to the Director through the Assistant Director – Business Management and Operations. The Assistant Director – Business Management and Operations will forward the memorandum to appropriate offices for review and approval. The transmittal memorandum must include the following information:
  - Benefits from this agreement to the national mission of the Service.
  - The recipient's reason(s) for needing the Service's expertise.
  - Summary of scope of work and cost of agreement.
  - Assurance that the private entity is not a prohibited source.

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## **Indirect Costs**

### **Regions:**

- Indirect cost assessments are intended to cover the Service's nonspecific costs on a given project. The rates are determined by the Service and are subject to change annually. The current rates are 4.5%, 13%, 18%, or 38%.
- A request for waiver or reduction of the current indirect cost rate can be made by the appropriate Regional Director. The Regional Director must submit requests to the Assistant Director – Business Management and Operations for approval (See the Exception to Service Policy Request Form – Attachment 1).
- The Regional Office includes a copy of the waiver request, whether granted or denied, with the reimbursable agreement documentation.

### **Requirements to Establish Credit Worthiness**

- The list of agreements with the recipient over the past 3 to 5 years.
- The history of timely payments by the recipient that demonstrate credit worthiness, or other evidence of financial stability of the organization.

### **Requirements for Advance Payments**

Reimbursable agreements with state, local, and tribal governments and private entities must be paid in advance.

### **Waivers of Advance Payment**

#### **Regions:**

The Director can approve waivers of advance payment (See the Waiver of Advance Payment Memorandum – Attachment 2) for agreements with state, local, and tribal governments based on:

- The benefits from the agreement for the national mission of the Service.
- The recipient's reason(s) for not making advance payment(s) for the services or products that the Service will provide.

Advance payment provisions are waived for all reimbursable arrangements with the State of California and where the National Fish and Wildlife Foundation is involved to implement projects under the CALFED program (the combination of state and federal agencies with management and regulatory responsibilities in the Bay-Delta system).

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## **Required Information**

### **Regions:**

- Two different types of legal authorities must be cited:
  - The programmatic authority (e.g. Endangered Species Act or Fish and Wildlife Coordination Act).
  - The approval for entering into the agreement.
- The scope of work outline includes services and products, as well as the agreement amount, performance period, budget period, and project period.
- The payment terms and schedule:
  - The policy is to receive advance payment for reimbursable work whenever possible. Advance payment is required from state and local governments and private entities.
  - If advance payments are waived in a reimbursable agreement with a state, local, or tribal government, the payment terms and schedule is included in the agreement so that payments occur within 90 days of the original request by the Service for payment.
- The maximum project agreement is the sum of the Service's direct and indirect costs.
- The accounting information, including the any project and/or sub-project numbers, the requesting party's agreement number, and the requesting party's agency location code (ALC), tax identification number (TIN), or Dun and Bradstreet number.

## **Documentation Requirements**

### **Regions:**

- Reimbursable contracts with other federal government entities must meet the following requirements before funds can be dispersed:
  - Form 3-2058 – Reimbursable Agreement Data Form is completed and in place.
  - The contract is signed and in-house.
- Reimbursable contracts with state, local, or tribal governments must meet the following requirements before funds can be dispersed:
  - Form 3-2058 completed and in place.
  - Contract is signed and in-house.
  - Credit worthiness memo signed.
- Reimbursable contracts with private sector customers must meet the following requirements before funds can be dispersed:
  - Form 3-2058 completed and in place.
  - Contract is signed and in-house.
- If advance payments have been waived, reimbursable contracts with state, local, or tribal governments and private sector customers must include:
  - The Waiver of Advance Payment Memorandum.

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## **Review**

### **Regions:**

- A contracting officer will review all reimbursable agreements and approve them for contractual sufficiency. Authorized individuals from both entities must sign the agreement.

### **CAS:**

- Ensures that the correct forms, signatures and all requirements are included in the contract package according to the requirements of the customer type.

## **Contract Submission**

### **Regions:**

The applicable program submits the signed agreement along with a FWS Form 3-2058, through the servicing Regional Finance Office to the CAS within 30 days of any financial obligation (See the Reimbursable Agreement Data Form (FWS Form 3-2058) – Attachment 3).

## **Job Numbers**

### **Regions :**

Field and regional offices must request a new job number when a contract is under negotiation. A job number consists of a program number and a project code which ensure that the services provided comply with authorities granted.

- **Program Numbers**  
Congress establishes authority for the Service to enter into reimbursable agreements according to specific programs. Programs are established based on the type of work being done and the related appropriation. Programs are assigned four digit numbers which become part of the job number for each reimbursable agreement.
- **Project Codes**  
Project codes are assigned according to the services being provided and the appropriate authority. The four digit program number, followed by the four digit project code, comprises the job number (See the Reimbursable Sub-activities List – Attachment 4).

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## **Sub-projecting**

Sub-projecting requires the use of only one responsible organization for both the parent project number and its subsequent subproject numbers. To establish reimbursable agreements for sub-projecting, a parent project number and subproject numbers must be reserved with the DFM/DO's CAS.

The parent project number is established as the roll-up project for all subproject obligations/expenditures. Direct costs of obligations/expenditures cannot be made against the parent number. Collections are applied and the indirect cost rate is established at the parent project number level. Subprojects cannot be used if indirect cost rates vary within the agreement. Separate project numbers must be established.

After reserving the parent project and subproject numbers, an SF 3-2058 must be submitted for the parent project number and every subproject number.

## **Estimated Status**

Project and job numbers are usually established after the contract has been approved but before the contract has been received at the DFM/DO. Estimated status allows a customer with an approved contract to begin work. Contracts are established under estimated status at the beginning of a new fiscal year or in an emergency situation. Since the projects involve working with animals, habitats and natural cycles, a study may need to begin at a specific time. If expenditures must begin prior to completion of an agreement:

### **Regions:**

- Request a project number from the CAS.
- Have 90 calendar days from the time of the first expenditure or undelivered order (UDO) to finalize an agreement. All agreements in estimated status must be finalized prior to the close of each fiscal year. At the end of these time limits, the Washington Office Division of Finance and the CAS will remove all projects not supported by a signed agreement from FFS. A legally available direct funding source for the responsible organization will be charged all expenditures for work performed or to be continued and any applicable indirect costs.
- Have the responsibility to monitor the progress of estimated projects on file. Regional Budget and Finance Officers use the monthly Office Transaction report (OTR) to track projects within their Region and maintain emphasis on completing agreements.

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**CAS:**

**Step 1 – Request/Assign Job Number**

A Region contacts the CAS and either requests a job number or requests agreement on a proposed job number.

- If the Region requests a job number, the CAS refers to the Reimbursable Project Log and assigns the appropriate job number (See the Reimbursable Project Log – Attachment 5).
- If the Region proposes a job number, the CAS refers to the Reimbursable Project Log and agrees to the appropriate job number (See the Reimbursable Project Number E-mail – Attachment 6).
- A job number consists of the four digit program number and a four digit project number that refers to the region. For example, in 19371007, 1937 is the program number and 1007 consists of the first digit for the Region (Region 1) and the following three digits for project sequence.
- CAS fills a log sheet in the Reimbursable Project Log and attaches the Region's e-mail or other documentation.

- Ⓟ Input      Job Number Request
- Ⓟ Output     Job Number for Reimbursable Project
- Ⓟ Output     Reimbursable Project Log Update

**Step 2 – Create a FFS Transaction**

CAS enters the Reimbursable Agreement information into:

- The Project Reference table (PROJ) (See the Project Reference table – Attachment 7).
- The Default Values Reference Data table (DVAL). The accounting technician's FFS security profile does not include DVAL authority. A CAS accountant has to enter the transaction (See the DVAL table – Attachment 8).
- A Reimbursable Agreement (RA) transaction (See the Customer Agreement Set-Up document – Attachment 9).

The PROJ and DVAL entries will be made when a signed contract has been received by CAS. The RA transaction is entered after the CAS receives Reimbursable Agreement package. The RA transaction establishes the Customer Agreement Header Inquiry (CAHT) and Customer Agreement Line Inquiry (CALT) tables (See the CAHT and CALT tables – Attachment 10).

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The Budget Fiscal Year Project Inquiry table (FPRJ) and the Budget Fiscal Year Project/Customer/Agreement Reference table (FPCA) are used to track project activity and are updated by input documents (See the FPRJ and FPCA tables – Attachment 11). The FPCA table is entered by an accounting technician. The RA must be processed before updates to the project can be automatically processed by the FPCA. The FPCA is the link between the eight digit job number and the customer name and agreement. Once the contract is loaded in the system, the project can be billed for expenditures.

- Ⓟ Input Reimbursable Agreement Information
- Ⓟ Output RA, PROJ, DVAL, FPRJ, and FPCA Tables

**Advance Payment Process**

**Step 1 – Deposit Advance Payments**

CAS, if it receives any advance payments before the actual agreement :

- Deposits the payments in the Service’s Suspense and Clearing Account temporarily.
- After the SF 3-2058 and agreement are received, transfers the funds to the appropriate reimbursable project.

**Step 2 – Process Advance Payments**

CAS, following the RA, PROJ, and DVAL FFS entries:

- Fills out a Collection Transmittal (See the Collection Transmittal – Attachment 12) for any advance payment.
- Sends the Collection Transmittal to NBC for data entry.

- Ⓟ Input Advance Payments
- Ⓟ Output Collection Transmittals
- Ⓟ Output FFS Data Entry

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### **Setting Up Project Folders**

CAS sets up project folders after the signed agreement has been received. The reimbursable agreement must have the appropriate signatures and must show with whom the agreement was made, the year, project number, the contracted amount for payments, and the indirect cost rate (See the Reimbursable Agreement – Attachment 13).

#### **Step 1 – Assemble the Documentation in a Project Folder**

CAS:

- Labels the folder with the Region number, the reimbursable type, and the project number.
- On the right side from bottom to top, attaches the original Reimbursable Agreement Data Form 3-2058, the agreement document with signatures, any modifications made to the 3-2058 form, a signed letter of credit worthiness, and a signed exception to policy waiver if necessary, a divider tab, any conversation records, dated print screens, IPAC info sheet, and the review log (See the Review Log – Attachment 14).
- On the left side from bottom to top, attaches the FPCA, and the billing log, a divider tab, the cumulative records (See the Cumulative Record – Attachment 15), and IPAC/1080/1040 billing with the oldest on the bottom to the most recent on top.

↳ Input      Project Documentation  
↳ Output     Project Folder

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**Adjust Indirect Cost Rates**

Occasionally, a Region will request an adjustment to the indirect cost rate after CAS has setup the reimbursable agreement in FFS (See the Request to Adjust Indirect Cost Rate – Attachment 16).

A reimbursable agreement can be in three possible stages when the indirect cost rate is adjusted:

- No expenditures or obligations have been credited against the agreement.
- Expenditures have been credited against the agreement.
- Only undelivered orders are outstanding against the agreement.

If no expenditures or obligations have been credited against the agreement:

**Step 1 – Adjust FFS Tables**

CAS:

- Reduces the amount in the agreement’s PROJ and FPCA tables to zero.
- Enters a new RA transaction with the adjusted indirect cost rate.
- Enters the adjustment in the Review Log (See the Review Log – Attachment 14, page 2).

- Ⓟ Input      Reduce FPCA Amount to Zero
- Ⓟ Input      Enter RA Transaction to Reduce Current RA to Zero
- Ⓟ Input      Enter New RA Transaction
- Ⓟ Output     Delete old FPCA, Add new FPCA
- Ⓟ Output     Update the Review Log

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If expenditures have been credited against the agreement:

**Step 1 – Adjust FFS Tables**

CAS:

- Enters a new RA transaction with the adjusted indirect cost rate (See the adjusted RA transaction – Attachment 17).
- Enters new FPCA tables with the adjusted indirect cost rate (See the adjusted FPCA table – Attachment 18).
- Reduces the amount in the agreement’s current PROJ and FPCA tables to zero.

**Step 2 – Transfer Expenditures**

Regional or field office:

- Current year expenditures are transferred from the FPCA table with the current indirect cost rate to the FPCA table with the adjusted rate with a Redistribution Data Sheet (RDS).

CAS:

- Prior year expenditures are transferred from the original FPCA table to the adjusted FPCA table by CAS.

**Step 3 – Process Expenditures Transfer**

The Project Cost Accounting Subsystem (PCAS) must complete its end-of-month processing before either current year or prior year expenditures can be transferred to the FPCA tables with adjusted indirect cost rate.

CAS:

- Waits for PCAS to run.
- Reviews the old FPCA table to confirm that the expenditures are removed.
- Reviews the new FPCA table to confirm that the expenditures are accounted for at the adjusted rate.
- Deletes the old FPCA table.

Ⓟ	Input	Adjusted RA Transaction and PROJ and FPCA Tables
Ⓟ	Input	Reduce the Current PROJ and FPCA tables to zero
Ⓟ	Input	PCAS Month-end Processing
Ⓟ	Output	Confirm that the Expenditures are the Adjusted Rate
Ⓟ	Output	Update the Review Log

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If only undelivered orders are outstanding against the agreement:

**Step 1 – Adjust FFS Tables**

CAS:

- Enters a new RA transaction with the adjusted indirect cost rate (See the adjusted RA transaction – Attachment 17).
- Enters new FPCA tables with the adjusted indirect cost rate (See the adjusted FPCA table – Attachment 18).
- Reduces the amount in the agreement’s current PROJ and FPCA tables to zero.

**Step 2 – Transfer Obligations**

CAS:

- Contacts the Regional Office or the Branch of Financial Systems (BFS) to request changing the obligations from the current rate in the FPCA table to the adjusted rate in the FPCA table.

**Step 3 – Process Obligations Transfer**

The PCAS must complete its end-of-month processing before obligations can be transferred to the FPCA tables with adjusted indirect cost rate.

CAS:

- Waits for the PCAS to run.
- Reviews the old FPCA table to confirm that the obligations are removed.
- Reviews the new FPCA table to confirm that the obligations are accounted for at the adjusted rate.
- Deletes the old FPCA table.

- Ⓟ Input Adjusted RA Transaction and PROJ and FPCA Tables
- Ⓟ Input Reduce the Current PROJ and FPCA tables to zero
- Ⓟ Input Request Rate Change on Obligations from the current FPCA Table
- Ⓟ Input PCAS Month-end Processing
- Ⓟ Output Confirm that the Obligations are the Adjusted Rate
- Ⓟ Output Update the Review Log

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**Attachment 1 - Exception to Service Policy Request Form**

**Page 1**

<b>U.S. Fish and Wildlife Service</b>			
<b>Exception to Service Policy Request Form</b>			
Date: <u>10/12/00</u>	Requesting Organization: <u>65320 - Colorado FWMAO</u>		
Regional/Program Contact: <u>Bruce Rosenlund</u>	Contact Phone: <u>303/275-2392</u>		
Signature: _____			
Cooperator Name: <u>U.S. Army, Fort Carson</u>			
Cost Structure(s): <u>1937-FCSN</u>			
Total Agreement Amount: <u>4,000,522.00</u>	Total Exemptions (see Cost Study): _____		
Project Description: <u>For the purpose of conserving, protecting, developing, and managing the natural resources on lands administered by Ft. Carson. The resolution of conflicts between military training and fish and wildlife.</u>			
Exception Justification: <u>The agreement with Ft. Carson is mutually beneficial to both agencies. The habitat managed by Ft. Carson is large (in excess of 370,000 acres) and supports diverse populations of fish and wildlife. Listed, and proposed for listing species, managed in cooperation with the Service include Mexican spotted owls, peregrine falcons, greenback cutthroat trout, swift fox, Arkansas darters, flathead chub and mountain plover. Since Ft. Carson</u> (OVER)			
<b>REGIONAL APPROVAL:</b> <small>(Not required for Washington Office requests)</small>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: bottom;"> <u>Margi. Gorman</u>            Program ARD            Date <u>10/24/00</u> </td> <td style="width: 50%; vertical-align: bottom;"> <u>Ellen Smith</u>            ARD/Budget &amp; Administration            Date <u>11/17</u>  <u>Ralph D. Margenau</u>            Regional Director            Date _____         </td> </tr> </table>	<u>Margi. Gorman</u> Program ARD Date <u>10/24/00</u>	<u>Ellen Smith</u> ARD/Budget & Administration Date <u>11/17</u> <u>Ralph D. Margenau</u> Regional Director Date _____
<u>Margi. Gorman</u> Program ARD Date <u>10/24/00</u>	<u>Ellen Smith</u> ARD/Budget & Administration Date <u>11/17</u> <u>Ralph D. Margenau</u> Regional Director Date _____		
	Rev. 8/00		

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Attachment 1 - Exception to Service Policy Request Form

Page 2

264 FW 5, Exhibit 1

Exception to Policy Approved: YES or NO      Applicable Rate: 10.0 %

**Approval/Disapproval Justification:**  
The exception to Service policy between the Service and the Department of Defense, U.S. Army, Fort Carson is approved at 10.0% for the duration of Fiscal Year 2001 and Fiscal Year 2002. The Service should renegotiate for the appropriate rate in time for Fiscal Year 2003.

**WASHINGTON APPROVAL:**

<u>Christopher P. Nensum</u> for Chief, Division of Finance	<u>12/15/2000</u> Date
<u>Barbara E. Ritter</u> acting Chief, Division of Budget	<u>12/22/2000</u> Date
<u>David E. Sheehan</u> Assistant Director - Budget, Planning & Human Resources	<u>12/22/00</u> Date
<u>Paul H. Hume</u> Assistant Director - Business Management & Operations	<u>12/02/01</u> Date
<u>Carlton Dunt</u> Assistant Director - <del>FISHERIES</del> <b>HABITAT CONSERVATION</b>	<u>01.24.01</u> Date
<u>Deputy Mark ...</u> Deputy Director, U.S. Fish and Wildlife Service	<u>6 Jan 01</u> Date

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**Attachment 1 - Exception to Service Policy Request Form**

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**United States Department of the Interior**

FISH AND WILDLIFE SERVICE  
Mountain-Prairie Region

IN REPLY REFER TO:

BF/BA  
Mailstop 60188

MAILING ADDRESS:  
Post Office Box 25486  
Denver Federal Center  
Denver, Colorado 80225-0486

STREET LOCATION:  
134 Union Blvd.  
Lakewood, Colorado 80228-1807

NOV 1 2000

Memorandum

To: Director (ABMO)  
From: Regional Director, Region 6  
Subject: Exception to the Standard Indirect Cost Rate, Fort Carson Agreement

This is to request an exception to the standard indirect cost recovery rate for a reimbursable wildlife management assistance agreement with Department of the Army at Fort Carson, Colorado. Essentially, we are asking to grandfather this agreement at the existing 10% indirect cost recovery rate until FY 2003. The Fort Carson agreement has been ongoing since FY1981 and ends in FY 2002. The agreement was developed 20 years ago and has periodically increased the indirect cost rate. It currently specifies a 10% indirect cost recovery rate. Updating the indirect cost recovery rate would require renegotiating the agreement involving prolonged reviews and approvals at the Department of the Army.

As part of the agreement, Fort Carson provides office space and storage space for 13 Fish and Wildlife Service FTE's. This is an umbrella agreement covering both directly reimbursable work and pass-through activities. When we apply the new cost recovery rates in FY 2003, we will separate the agreement to use the Standard Rate, less GSA space of 14%, and the Pass-Through rate of 4.5%. That combination of rates will probably generate close to the current 10% of the entire agreement. The program ARD has provided complete documentation supporting the agreement and request for the waiver including:

1. Colorado FWAO Reimbursable Project and Overhead Rates, FY97 - FY00.
2. Statement of Work, Fort Carson, 1998-2002.
3. Indirect Cost Rate Waiver, 1998-2002.
4. FY-01 Reimbursable Agreement Data Form 3-2058.
5. FY-01 Exception to Service Policy Request Form.

If you have any questions, please contact Jeffrey Craig at (303) 236-7917 x 403.

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**Attachment 2 – Waiver of Advance Payment Memorandum**

Exhibit 1  
267 FW 1

**SAMPLE MEMORANDUM - WAIVER OF ADVANCE PAYMENT**

Memorandum

To: Director

Through: Assistant Director - Business Management and Operations

From: Assistant Director/Regional Director

Subject: Reimbursable Agreement for [State, Local or Tribal Governments] Without Advance Payment

In accordance with 267 FW 1, I request your approval to incur obligations and expenditures in advance of receiving payments from [name of State, local, or tribal government or agency] for reimbursable work.

Consistency with the Service's Mission

The [name of State, local, or tribal government or agency] requested that the Service's [Region/field office] perform the following work:

*Summary of services or product that we will provide and estimated reimbursement*

We estimate that completion of this work will help to [benefits to be achieved], consistent with the Service's mission.

Need to undertake reimbursable work without advance payment.

The [name of State, local, or tribal government or agency] is unable to advance funds to the Service because [explain].

*Reasons may include State, local and tribal government constitutional prohibitions and/or statutes or regulations and federal grant requirements.*

Credit Worthiness of Organization

The [name of State, local, or tribal government or agency] has demonstrated prompt payments on recent reimbursable agreements with the Service.

*Include History of timely payment by the recipient demonstrating credit worthiness.*

-or-

The [name of State, local, or tribal government or agency] is a financially stable organization as reported by Dun and Bradstreet or other financial reporting organizations.

*Include evidence of financial stability of the organization.*

Assurance of Payments

The [title of State, local, or tribal government or agency authorizing official] has the authority to commit the organization to payments in the agreement without qualification. We have included this assurance in the agreement.

Attachment(s)

Approved \_\_\_\_\_  
Director, U.S. Fish and Wildlife Service      Date

Not Approved

Comments:

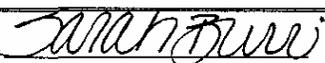
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01/17/01 FWM 362 FINANCE  
Supersedes Exhibit 1, 267 FW 1, FWM 353, 05/04/00

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**Attachment 3 – Reimbursable Agreement Data Form**

**Example**

REIMBURSABLE AGREEMENT DATA FORM		<input checked="" type="checkbox"/> INITIAL SUBMISSION
		<input type="checkbox"/> FOR MODIFICATION
PROJECT TITLE:	<u>Genetics Analysis Study</u>	
CUSTOMER NAME:	<u>Avista Corporation</u>	(NON-FEDERAL) TIN: <u>91-0462470</u>
AGREEMENT NO. - USFWS:	_____	RESPONSIBLE ARD COST STRUCTURE (IF DIFFERENT THAN DEFAULT)
CUSTOMER REFERENCE NO.:	<u>R-20413</u>	
THIS 3-2058 IS FOR:	FY- <u>2003</u>	PERFORMING ORG. CODE: <u>13210</u>
	SUBACTIVITY: <u>1937</u>	PROJECT: <u>1007</u>
START OF WORK DATE:	<u>July 24, 2003</u>	PLANNED COMPLETION DATE: <u>June 30, 2004</u>
TOTAL AMOUNT AUTHORIZED IN THIS AGREEMENT:	<u>\$89,810.00</u>	
NEW FY2003 FUNDING	<u>\$89,810.00</u>	
AMOUNT AUTHORIZED FOR CURRENT FY (2003)	<u>\$89,810.00</u>	LESS BURDEN----> <u>\$79,477.88</u>
USFWS PROJECT MANAGER	<u>Judy Gordon, Project Leader</u>	BILLING CONTACT <u>Robert Anderson, Director</u>
	<u>Abernathy Fish Tech Center</u>	<u>Avista Corp-Environmental Affairs</u>
ADDRESS	<u>1440 Abernathy Road</u>	<u>PO Box 3727, MSC-1</u>
CITY / STATE / ZIP	<u>Longview, WA 98632</u>	<u>Spokane, WA 99220-3727</u>
PHONE	<u>360/425-6072</u>	<u>509/495-4487</u>
<b>BILLING INFORMATION FOR FINANCE CENTER</b> Advance Payment Check #264865 in the amount of \$89,810.00 sent to Lockbox 7/31/03. Collection Transmittal #10188-3-C035 Please send FWS Reimbursable Project Status Report to the Cooperator on a Quarterly Basis to the above address.		
APPLICABLE ADMINISTRATIVE SUPPORT RATE IS	<u>13.00%</u>	IF APPLICABLE, APPROVED EXCEPTION TO POLICY IS ATTACHED.
OTHERWISE, THE STANDARD OVERHEAD RATE IS	<u>13.00%</u>	
RATE DESCRIPTION:	<u>d-1</u>	<u>Standard Rate for Service-owned Facilities &amp; USGS/BRD</u>
THE AGREEMENT IS MODIFIED EFFECTIVE	_____	BY MODIFICATION NO. _____
TO:	<u>INCREASE</u> _____ <u>DECREASE</u> _____	THE AMOUNT BY _____
CHANGE THE:	<u>START OF WORK DATE (OR) THE</u> _____	<u>PLANNED COMPLETION DATE TO</u> _____
SIGNATURE OF USFWS OFFICIAL:		
TITLE	<u>Budget Analyst</u>	
DATE	<u>July 31, 2003</u>	
		FWS Form 3-2058 Rev 10/00

<sup>1</sup> In accordance with Part 284, Chapters 1 & 2 of the U.S. Fish & Wildlife Service Manual - the standard overhead rate is calculated through a biennial review process conducted by the Divisions of Budget and Finance. Contact your Regional Budget & Finance office for the current rate.

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**Attachment 3 – Reimbursable Agreement Data Form**

**Form & Instructions**

		<input type="checkbox"/> INITIAL SUBMISSION <input type="checkbox"/> FOR MODIFICATION
<b>REIMBURSABLE AGREEMENT DATA FORM</b>		
PROJECT TITLE:	_____ 2 _____	<small>(NON-FEDERAL)</small>
CUSTOMER NAME:	_____ 3 _____	TIN: _____
AGREEMENT NO. - USFWS:	_____ 4 _____	<b>RESPONSIBLE A/RD COST STRUCTURE</b> <small>(IF DIFFERENT THAN DEFAULT)</small>
CUSTOMER REFERENCE NO.:	_____ 5 _____	_____ 6 _____
THIS 3-2058 IS FOR:	FY- _____ 7 _____	PERFORMING ORG. CODE: _____ 8 _____
	SUBACTIVITY: _____ 9 _____	PROJECT: _____ 10 _____
START OF WORK DATE:	_____ 11 _____	PLANNED COMPLETION DATE: _____ 12 _____
TOTAL AMOUNT AUTHORIZED IN THIS AGREEMENT:	_____ 13 _____	
	_____ 14 _____	
PREVIOUS FISCAL YEAR TOTAL	(2003) _____ 14 _____	
	_____ 14 _____	
AMOUNT AUTHORIZED FOR CURRENT FY	(2004) _____ 15 _____	LESS BURDEN----> _____
USFWS PROJECT MANAGER	_____ 16 _____	BILLING CONTACT _____ 17 _____
ADDRESS	_____ 16 _____	_____ 17 _____
ADDRESS / 2	_____ 16 _____	_____ 17 _____
CITY / STATE / ZIP	_____ 16 _____	_____ 17 _____
PHONE	_____ 16 _____	_____ 17 _____
<b>BILLING INFORMATION FOR FINANCE CENTER</b>		
18		
APPLICABLE ADMINISTRATIVE SUPPORT RATE IS	_____ 19 _____	IF APPLICABLE. APPROVED EXCEPTION TO POLICY IS ATTACHE
OTHERWISE, THE STANDARD OVERHEAD RATE IS	_____ 19 _____	
RATE DESCRIPTION:	_____ 20 _____ / _____	Standard Rate
THE AGREEMENT IS MODIFIED EFFECTIVE	_____	BY MODIFICATION NO. _____
TO:	_____ 21 _____ INCREASE	_____ 21 _____ DECREASE
CHANGE THE:	_____ START OF WORK DATE (OR) THE	_____ PLANNED COMPLETION DATE TO _____
SIGNATURE OF USFWS OFFICIAL _____		
22	TITLE <u>Budget Analyst</u> _____	
	DATE <u>January 13, 2004</u> _____	

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**Attachment 3 – Reimbursable Agreement Data Form**

**INSTRUCTIONS FOR COMPLETING THE  
REIMBURSABLE AGREEMENT DATA FORM SF 3-2058**

1. Put an “X” on this line if this is the initial 3-2058 submitted for this agreement. If this is a change to a previously submitted 3-2058, enter the amendment number on this line, fill out 22 below, and attach a copy of the amendment.
2. Enter the project title not to exceed 24 characters.
3. Enter the name of the agency/organization with whom the US Fish and Wildlife Service (USFWS) has the agreement.
4. Enter the agreement/contract number assigned by USFWS. This is not the cost recovery subactivity or project number.
5. Enter the agreement/contract number assigned by the customer agency/organization. This field is critical and must appear on all billings to the customer. This number enables the customer to determine expenditures against the appropriate agreement.
6. Responsible ARD cost structure.
7. Enter the fiscal year. The fiscal year to use is the budget fiscal year you wish to address.
8. Enter the responsible organization code.
9. Enter the applicable 19XX, 2696, 2697, and 2698 subactivity number.
10. Enter the four digit project or subproject number.
11. Enter the effective date of the agreement.
12. Enter the termination date of the agreement.
13. Enter the total dollar amount authorized by this agreement.

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**Attachment 3 – Reimbursable Agreement Data Form**

**INSTRUCTIONS FOR COMPLETING THE  
REIMBURSABLE AGREEMENT DATA FORM SF 3-2058**

14. Enter the current fiscal year.
15. Enter the dollar amount authorized for the current fiscal year.
16. Enter all USFWS Project Manager name, phone number, and address
17. Enter billing (vendor) information with vendor address, phone number and point of contact.
18. Enter billing information (i.e., billing frequency – mthly or qrtly, ALC) or any other relevant information.
19. Enter the overhead rate. Standard overhead rate will be used unless a signed waiver authorizing a lower overhead rate is attached.
20. Rate description from Cost Recovery Policy updated every 2 years.
21. Enter the amendment's effective date and amendment number. Indicate by an "X" whether a decrease or increase and the amount. If appropriate, indicate by an "X" the change in effective or termination date and the new date.
22. The 3-2058 must be signed by either the Project Manager or Budget and Finance Officer. If signed by the project manager.

**Division of Financial Management Operating Instructions  
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**Attachment 4 – Reimbursable Sub-activities List**

<b>REIMBURSABLE SUBACTIVITIES</b>	
<b>Subactivity</b>	<b>Title</b>
1902	Fish and Wildlife Enhancement - Field Operations
1903	Fish and Wildlife Enhancement - Ecological Emer.
1904	National Wetlands Emergency
1906	Fish and Wildlife Enhancement - R and D
1907	Oil Spill Response
1908	Coastal Wetlands Plan - Louisiana
1909	National Wetlands Inventory - NPS
1910	EPA Hazardous Waste Sites (Superfunds)
1926	General Investigation (COE) River Basin
1927	Construction General (COE) River Basin
1928	General Investigation (BOR) River Basin
1929	Construction General (BOR) River Basin
1931	Law Enforcement - INADS
1932	Hatchery Operations and Maintenance
1933	Central Valley Project - BOR
1934	Fisheries - Operations/Maintenance
1935	Dworshak Hatchery Operations and Maintenance
1936	Fisheries - Law Enforcement
1937	Fisheries - Population Management
1938	Fisheries - Research and Development
1939	Sea Lamprey - Great Lakes Fishery Commission
1942	Endangered Species - List
1943	Endangered Species - Consultation
1945	Law Enforcement - Reimbursable Agreements
1946	Endangered Species - Recovery
1947	Endangered Species - Research and Development
1961	Executive Direction
1962	Administrative and Support Services
1971	Refuge Operations and Maintenance
1972	Migratory Bird Management
1975	Population Management - WL - Federal
1976	Refuges and Wildlife - Law Enforcement
1977	Refuges and Wildlife - Research and Development
1981	Habitat Conservation - CALFED
1982	Fishery Deferred Maintenance
1983	Refuges Deferred Maintenance
1993	Job Corps
1995	Proceeds From Sales of Capitalized Equipment
2696 2697	Emergency Drought Relief (BOR)
2698	Construction Projects for NBS
2699	King Cove Air Strip - Construction
4371	Forest Service Consultation
4372	DOI - Fire Consultation
8471	Land Acquisition Reimbursable - Supp Rdr - CALFED
8472	Miscellaneous Acquisitions
8473	Title V - Land Acquisition - Reimbursable
8474	Title IV - Land Acquisition
8912	Damage Assesment Reimbursable

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Attachment 5 - Reimbursable Project Log

COST RECOVERABLE PROJECTS  
 ACTIVITY

PROJECT NUMBER	RESP. ORGN.	PROJECT NAME AND AMOUNT	AGREEMENT NUMBER AND CUSTOMER	TABLES			PROJECT ASSIGNMENT			
				PROJ	RA	FPCA	NAME	DIST	C/O	NAME
0001	13210	1988-053.12 HA Ru Steel 1443600	000013429 BPA	PROJ 9/26/02			NAME			
0002	13310	Cub martin 2364510	00013952 BPA	PROJ 10/16/02			NAME			
0003	11331	Eelgrass Fuis 5170368	CLA 20031937003 Humboldt Bay Bank	PROJ			NAME			
0004				PROJ			NAME			
0005				PROJ			NAME			
0006	1332	Jack Snaps 1263149	MOA 20031061003 NONA	PROJ 7/24/02			NAME			
0007	13210	Heretic Ovary Study 89810.0	R-20413 Genetics Corp	PROJ 8/12/02			NAME			

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**Attachment 6 – Reimbursable Project Number E-mail**



Sarah Burri

07/31/03 05:46 PM

To: Ann Alley/FC/R9/FWS/DOI@FWS  
cc:  
Subject: New 1937 Reimbursable Project # Needed

Ann,

Region One is in need of a new 1937 project number. Our log shows the next available number to be: 1937-1007. If you concur with the use of this number, please e-mail me.

Particulars include:

Responsible Org.: 13210  
Project Title: Genetics Analysis Study  
Cooperator: Avista Corp  
Agreement No.: R-20413  
Amount: \$89,810.00  
Project No.: 1937-\_\_\_\_\_

Thanks!

Sarah Burri  
Budget Analyst-Reimbursable Projects  
RO-Budget & Finance  
(503)231-6114  
Fax (503)872-2821

**Division of Financial Management Operating Instructions  
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**Attachment 7 - Project Reference Table**

ACTION: A SCREEN: FPCA USERID: FC06			
BUDGET FISCAL YEAR PROJECT/CUSTOMER/AGREEMENT REFERENCE TABLE			
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB, COST NUMBER,			
AGREEMENT #, AGREEMENT REVENUE SOURCE/SUB			
01-	BFYS	FUND	DIV ORG PROGRAM RPTG JOB
	2003 2004	1013	1937 19371007
CUSTOMER NUMBER: 6000002398 A		AGREEMENT #: R-20413	
AGREEMENT REV SOURCE/SUB: /		CUSTOMER TYPE: RMB	
CUSTOMER NAME: AVISTA CORP			
DISTRIBUTION DEFAULT CUSTOMER AGREEMENT: N LAST DIST DATE:			
INDIRECT COST TRANSFER - OPTION: F - ACCOUNTING INFORMATION			
BFY: 2003 2004 FUND: 1003		DIV: ORG: 10140 PGM: 1311	
RPTG:		JOB: 13111DA; BUDGET OBJECT CODE: 253H TRANSACTION TYPE: 01	
MAXIMUM BILLABLE AMOUNT:		89,810.00	
ESTIMATED BURDEN AMOUNT:		10,332.12 BURDEN RATE: 13.000	
COMMITMENTS:		0.00 BURDEN: 0.00	
OBLIGATIONS:		0.00 OBLIG BURDEN: 0.00	
EXPENDITURES:		0.00 BILLING ADJUST: 0.00	
PROJ CHARGES:		0.00 EXP ADJUST IN: 0.00	
		OBLIG ADJUST IN: 0.00	
01-*L030 ALL LINES ADDED			
4-0	1	Sess-1	199.5.236.1 1/10



**Division of Financial Management Operating Instructions  
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**Attachment 9 - Customer Agreement Set-Up Document**

**Page 1**

```

STATUS: ACCPT          DOCID: RA 6 319371007
H--                   BATID:          ORG:
                                CUSTOMER AGREEMENT SET-UP DOCUMENT
TRANS DATE:          ACCOUNTING PERIOD:          BEYS:
DOCUMENT ACTION: E   TRANSACTION TYPE: RM
CUSTOMER NUMBER: 6000002398 A   AGREEMENT NUMBER: R-20413
AGREEMENT REVENUE SOURCE/SUB: /   CUSTOMER TYPE: RMB
DESCRIPTION:          ADVANCE FLAG: N
CUSTOMER NAME: AVISTA CORP   COLL UPDATE MAX FLAG: N
ADDRESS: P.O. BOX 3727, MSC-1   ADV UPDATE MAX FLAG: N
:                               LIMIT CALT/FPCA IND: C
:
CITY/ST/ZIP: SPOKANE          WA 992203727
COSTING METHOD: P           CUST AGENCY LOCATION CODE: 00 - 00 - 0000
DEFLT BURDEN RATE: 13.000   DOCUMENT TOTAL: 89810.00
BILL TYPE: E             BILL CYCLE: M   BILL AGREE AMT / %: N / 0.00
BILL OBLIGATIONS: N INTERNAL BILL OPTION:   BILL DOC TYPE: S
BILL TEXT TYPE:          BILL PRINT FLAG: Y
BILL START DATE:          BILL END DATE: 12 30 2007
REFERENCE AGREEMENT NUMBER:
FIELD 1:          FIELD 2:          FIELD 3:          FIELD 4:
A--*HP20-DOCUMENT ACCEPTED
4-@              1 Sess-1          199.5.236.1          1/2
  
```

**Page 2**

```

STATUS: ACCPT          DOCID: RA 6 319371007
01-                   BATID:          ORG:          007-001 OF 001
TRANS TYPE: RM          BFYS: 2003 2004   FUND: 1013
BUDGET ORG/SUB: 13210 /   COST ORG/SUB: /   PGM: 1937
BOC/SUB: /             REV SOURCE/SUB: /   RPTG:
JOB NUMBER: 19371007 DEFLT BURDEN RATE: 13.000   ROLLOVER FLAG: Y
AMOUNT: 89810.00       I/D: J
FIELD 5:          FIELD 6:          FIELD 7:          FIELD 8:
02- TRANS TYPE:          BFYS:
BUDGET ORG/SUB: /   COST ORG/SUB: /   FUND:
BOC/SUB: /             REV SOURCE/SUB: /   PGM:
JOB NUMBER:          DEFLT BURDEN RATE: /   RPTG:
AMOUNT:          I/D:          ROLLOVER FLAG:
FIELD 5:          FIELD 6:          FIELD 7:          FIELD 8:
03- TRANS TYPE:          BFYS:
BUDGET ORG/SUB: /   COST ORG/SUB: /   FUND:
BOC/SUB: /             REV SOURCE/SUB: /   PGM:
JOB NUMBER:          DEFLT BURDEN RATE: /   RPTG:
AMOUNT:          I/D:          ROLLOVER FLAG:
FIELD 5:          FIELD 6:          FIELD 7:          FIELD 8:
4-@              1 Sess-1          199.5.236.1          1/2
  
```

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**Attachment 10 - CAHT and CALT Tables**

```

ACTION: R  SCREEN: CAHT USERID: FC06
          *** CUSTOMER AGREEMENT HEADER INQUIRY TABLE ***
KEY IS CUSTOMER NUMBER, AGREEMENT NUMBER, AGREEMENT REV SOURCE/SUB
CUSTOMER NUMBER: 600002398 A  AGREEMENT NUMBER: R-20413
AGREEMENT REV SOURCE/SUB: /
DESC: SPOKANE WA 992203727  LIMIT FPCA/CALT IND: C
CUST NAME: AVISTA CORP  ADVANCE FLAG: N
ADDRESS: P.O. BOX 3727, MSC-1  ADV UPDATE MAX FLAG: N
                                   COLL UPDATE MAX FLAG: N
                                   COSTING METHOD: P
                                   SPOKANE WA 992203727  DEFAULT BURDEN RATE: 13.000
BILL TYPE: E  BILL CYCLE: M  BILL AGREE/% : N / 0.00  BILL OBLIG: N
INTERNAL BILL OPTION:  BILL DOC TYPE: S  BILL TEXT TYPE:
BILL PRINT FLAG: Y  BILL START DATE: 08 12 2003  BILL END DATE: 12 30 2007
LAST ACT DATE: 11 21 2003  LAST DIST DATE:  LAST BILL DATE:
CUST AGENCY LOC CODE: 00 - 00 - 0000  OBLIG BURDEN: 0.00
MAXIMUM AMOUNT: 0.00  RECEIVABLES: 0.00
PROJECT AMOUNT: 0.00  COLLECTIONS: 0.00
ADVANCE AMOUNT: 0.00  WRITE-OFFS: 0.00
COMMITMENTS: 0.00  ADVANCE USED: 0.00
OBLIGATIONS: 0.00  CADT MAXIMUM: 0.00
PROJ CHARGES: 0.00  CADT DIS AMT: 0.00
EXPENDITURES: 0.00  BURDEN AMT: 0.00
  
```

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4-<sup>®</sup> 1 Sess-1 199.5.236.1 1/10

```

ACTION: R  SCREEN: CALT USERID: FC06
          *** CUSTOMER AGREEMENT LINE INQUIRY TABLE ***
KEY IS CUSTOMER NUMBER, AGREEMENT NUMBER, AGREEMENT REV SOURCE/SUB,
BUDGET FYS, FUND
01- CUSTOMER NUMBER: 600002398 A  AGREEMENT NUMBER: R-20413
AGREEMENT REV SOURCE/SUB: /
BUDGET FYS: 2003 2004  FUND: 1013  BUDGET ORG/SUB: 13210 /
COST ORG/SUB: /  PROG: 1937  BOC/SUB: /
REV SOURCE/SUB: /  REPT CATG:  JOB NUMBER: 19371007
DEFAULT BURDEN RATE: 13.000  STATUS:  LAST DIST DATE:
MAXIMUM AMOUNT: 0.00  RECEIVABLES: 0.00
PROJECT AMOUNT: 0.00  COLLECTIONS: 0.00
ADVANCE AMOUNT: 0.00  WRITE-OFFS: 0.00
COMMITMENTS: 0.00  ADV USED: 0.00
OBLIGATIONS: 0.00  BURDEN AMT: 0.00
EXPENDITURES: 0.00  PROJ CHARGES: 0.00
ORIG FY MAX: 0.00  OBLIG BURDEN: 0.00
                                   ORIG FY COST: 0.00
AGREEMENT TC/TT: RA RM  ADVANCE TC/TT: CR AD  ROLLOVER FLAG: Y
  
```

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4-<sup>®</sup> 1 Sess-1 199.5.236.1 1/10

**Division of Financial Management Operating Instructions  
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**Attachment 11 - The FPRJ and FPCA Tables**

**The Budget Fiscal Year Project Inquiry Table (FPRJ)**

```

ACTION: R SCREEN: FPRJ USERID: FC02
*** BUDGET FISCAL YEAR PROJECT INQUIRY TABLE ***
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB
01-
    BFYS      FUND  DIV  ORG      PROGRAM  RPTG      JOB
    2002 2003 1012          1937      19370018

EST BILL AMOUNT:                0.00 ACT BILL AMOUNT:                10,291.67
EST BURDEN AMT:                  2,058.33 DIRECT AMOUNT:                0.00
LAST DIST DATE: 08 31 2002      VALID FPCA RECORDS:                1
STATUS:      PRIMARY REIMB DIST FLAG:      FPRJ SPENDING CONTROL IND: N
              ALLOCATED                      UNALLOCATED

COMMITMENTS:                0.00      COMMITMENTS:                0.00
OBLIGATIONS:                0.00      OBLIGATIONS:                0.00
EXPENDITURES:              10,291.00    EXPENDITURES:                0.00
PROJ CHARGES:                0.00      PROJ CHARGES:                0.00
  BURDEN:                    2,058.20    BILLING ADJUST:              0.00
OBLIG BURDEN:                0.00      EXP ADJUST IN:                2,058.20
NET AVAIL BAL:                0.67      OBLIG ADJUST IN:              0.00
*** PROJECT TO CUSTOMER DISTRIBUTION DEFAULTS ***
CUSTOMER NUMBER:                AGREEMENT NUMBER:
CUSTOMER NAME:                  CUSTOMER TYPE:

4-@                1 Sess-1      199.5.236.1                1/10
  
```

**The Budget Fiscal Year Project/Customer/Agreement Reference Table (FPCA)**

```

ACTION: R SCREEN: FPCA USERID: FC02
BUDGET FISCAL YEAR PROJECT/CUSTOMER/AGREEMENT REFERENCE TABLE
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB, CUST NUMBER,
AGREEMENT #, AGREEMENT REVENUE SOURCE/SUB
01-
    BFYS      FUND  DIV  ORG      PROGRAM  RPTG      JOB
    2002 2003 1012          1937      19370018
CUSTOMER NUMBER: 6000001943 7      AGREEMENT #: PO#751R2000968
AGREEMENT REV SOURCE/SUB: /      CUSTOMER TYPE: RMB
CUSTOMER NAME: STATE OF MICHIGAN
DISTRIBUTION DEFAULT CUSTOMER AGREEMENT: N LAST DIST DATE: 08 31 2002
INDIRECT COST TRANSFER - OPTION: F - ACCOUNTING INFORMATION -
BFY: 2002 2003 FUND: 1002 DIV:      ORG: 30140 PGM: 1311
RPTG:      JOB: 13113FAI BUDGET OBJECT CODE: 253H TRANSACTION TYPE: 01

MAXIMUM BILLABLE AMOUNT:                12,350.00
ESTIMATED BURDEN AMOUNT:                2,058.33 BURDEN RATE: 20.000
COMMITMENTS:                0.00      BURDEN: 2,058.20
OBLIGATIONS:                0.00      OBLIG BURDEN: 0.00
EXPENDITURES:              10,291.00    BILLING ADJUST: 0.00
PROJ CHARGES:                0.00      EXP ADJUST IN: 2,058.20
              OBLIG ADJUST IN: 0.00

4-@                1 Sess-1      199.5.236.1                1/10
  
```

Division of Financial Management Operating Instructions  
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Attachment 12 - Collection Transmittal

U.S. DEPARTMENT OF THE INTERIOR Fish and Wildlife Service		Avista Corporation		1 0 1 8 8 - 3 - C 0 3 5											
COLLECTION TRANSMITTAL # 1		264865		91-0462470											
Name of the Payor		Check/Money Order Number		Taxpayer Identification Number											
2003		2003		91-0462470											
Document Total		\$ 89,810.00													
BILL FOR COLLECTION															
TC	Reference Number	Line	TT	Fund	Org Code	Rev Src	Object Class	Cost Structure	Agmt Nr	ADV	Vendor Code	Post Order	Amount	Part/ Final	
BD															
BD															
BD															
CONTRIBUTED FUNDS															
TC	Reference	Line	TT	Fund	ORG Code	Revenue Source	Object Class	Cost Structure	Agmt Nr	ADV	Vendor Code	Post Order	Amount	Part/ Final	
CF		300A				CONT					3000080415-0				
CF		300A				CONT					3000080415-0				
CF		300A				CONT					3000080415-0				
UNBILLED REIMBURSABLE															
TC	Reference	Line	TT	Fund	ORG Code	Program	Cost Structure	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final		
AD		13210					1937-1007	R-20413	A	600002398 X		\$89,810.00			
ADVANCE PAYMENT ON REIMBURSABLE															
TC	Reference	Line	TT	Fund	ORG Code	Program	Cost Structure	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final		
AD		13210					1937-1007	R-20413	A	600002398 X		\$89,810.00			
Collection Officer Signature		Date		Deposit Ticket Number		Deposit Date									
<i>Sarah Brown</i>		7/31/2003		503-231-6114											

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Attachment 13 – Reimbursable Agreement

Page 1

 United States Department of the Interior  
FISH AND WILDLIFE SERVICE  
911 NE 11<sup>th</sup> Avenue  
Portland, OR 97232-4181

In Reply Refer To:  
ABA-BF

MEMORANDUM, MAY 29 2003

To: Director, U.S. Fish and Wildlife Service  
Washington, D.C.

From: Regional Director, Region 1   
Portland, Oregon

Subject: Request for Reimbursable Authority with Avista Corporation

**ACTION:** Assistant Director – Business Management and Operations

In accordance with 267 FW1, your approval is requested to enter into an agreement with Avista Corporation, Spokane, Washington, for reimbursable work.

The Avista Corporation requested that the Service's Conservation Genetics Laboratory, Abernathy Fish Technology Center, perform the following work.

The Conservation Genetics Laboratory will assess the feasibility of genetically identifying - based on genotypic data at nuclear DNA loci - the tributary or region of origin of individual bull trout (*Salvelinus confluentus*) collected in traps at the base of mainstream dams in the Clark Fork River, Montana. Bull trout are currently listed as *threatened* under the U.S. Endangered Species Act. Project work includes isolating, characterizing, and developing new DNA markers that can potentially be used to distinguish separate populations of bull trout inhabiting different tributaries or regions of the Clark Fork River drainage. Then, a suite of 8 to 20 DNA markers (loci) that maximally discriminate bull trout from different tributaries and regions of the Clark Fork River will be identified. This "Phase I" work is expected to last one year. Methods developed under Phase I will potentially be used to pass or relocate bull trout upstream of impassible hydropower dams within the mainstream Clark Fork River (Phase II). Estimated reimbursement from Avista Corporation for Phase I: \$89,810.

We estimate that completion of this work will help to conserve and recover ESA-listed bull trout populations in the Clark Fork River drainage of Idaho and Montana, consistent with the Service's mission.

Avista Corporation is not a prohibited source as defined in paragraph 1.12, 267 FW1. The Service's Region 6, Helena, Montana Ecological Services Field Office currently has a

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**Attachment 13 – Reimbursable Agreement**

**Page 2**

reimbursable agreement with Avista Corporation to support a "Fish Passage Program Leader" to oversee and direct activities of the *Native Salmonid Restoration and Fish Passage Plan* which emphasizes recovery of listed bull trout and other native fish species. This work is performed in support of the *Clark Fork Settlement Agreement*, which sets forth terms of fish and wildlife mitigation activities to be accomplished as part of Avista Corporation's new FERC licenses for two hydroelectric dams.

Upon acceptance of this agreement by both parties, Avista Corporation agrees to make an advance payment to the U.S. Fish & Wildlife Service for the agreed upon amount of \$89,810.

Approved

Not Approved

Director, U.S. Fish & Wildlife Service      14 July 03  
Date

Comments:

Attachment

**Division of Financial Management Operating Instructions  
Processing Reimbursable Agreements A26  
Overview and Procedure  
Cost Accounting Section**

**Attachment 13 – Reimbursable Agreement**

**Page 3**

Reimbursable Agreement/Genetic Analysis – Avista/USFWS  
Avista Agreement No. R-20413

**Reimbursable Agreement  
between  
Avista Corporation  
and  
Conservation Genetics Laboratory  
Abernathy Fish Technology Center  
United States Fish and Wildlife Service**

This Agreement is made and entered into by and between Avista Corporation a corporation organized under the laws of the State of Washington (hereinafter referred to as "Avista") and the U.S. Fish & Wildlife Service, Conservation Genetics Laboratory, Abernathy Fish Technology Center (hereinafter referred to as the "USFWS").

**Section 1 – Authorities**

This Agreement is authorized by the following laws, regulations, ordinances, bylaws, or other documents:

A. U.S. Fish and Wildlife Service

(1) Program authority (ies):

- a. Section 1, Fish & Wildlife Coordination Act  
49Stat/401 as amended; 16 U.S.C. 661 et seq.
- b. Section 7, Endangered Species Act  
16 U.S.C. 1531 et seq.

(2) Authority to accept funds:

- a. Public Law 106-113, Appropriations Act for the Department of the Interior. 2000.

**Section 2 – Background and Purposes**

The purpose of this reimbursable Agreement is to provide funding to the USFWS for their assistance with conservation and recovery of bull trout in the Clark Fork River in support of Appendix C, Fish Passage/Native Salmonid Restoration Plan, in the Clark Fork Settlement Agreement.

**Section 3 – Statement of Work**

The USFWS will provide Phase I genetic identification services as outlined in their Proposal, dated April 9, 2003 attached hereto and incorporated herein as Exhibit "A." Phase II shall be contingent upon the results of Phase I. If it is determined to go forward with Phase II, the scope and schedule shall be mutually agreed to in writing and appended to this Reimbursable Agreement upon execution by both parties.

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**Section 4 – Period of Performance**

The period of performance of this Agreement shall commence when both parties have fully executed this agreement. Phase I of the work shall be completed no later than June 30, 2004.

**Section 5 – Price/Costs.**

The parties have estimated the cost of accomplishing the Phase I work at \$89,810.00 as shown in the USFWSs attached proposal. The USFWS will make a good faith effort to accomplish the work within that estimate, and will promptly notify Avista as soon as it appears that additional funding will be necessary to complete the project. The USFWS will not incur costs or request reimbursement above this stated cost level unless the Agreement is first modified as provided herein.

Funding for Phase II will be determined at the end of Phase I, and by mutual written agreement be appended to this Reimbursable Agreement upon execution by both parties.

**Section 6 – Billing Procedures and Payment Terms**

Upon execution of this Agreement by both parties, Avista agrees to make payment to the U. S. Fish and Wildlife Service for the agreed upon amount of \$89,810.00 for Phase I work. Payment will be made payable to the U.S. Fish and Wildlife Service and will accompany the fully executed copy of this Agreement. The check and the Agreement will be forwarded to the address provided in the Contract Management section of this Agreement. Actual project expenditure data (FWS Reimbursable Project Status Report) will be provided to Avista on a quarterly basis until completion of the project. If there are any remaining funds in excess of actual direct and indirect project expenditures upon completion of the project, those excess funds will be refunded to Avista. If this Agreement is modified and the total amount is increased, Avista will submit a check for the increase with a signed copy of the modification. If the Agreement is modified and the total amount is decreased, the USFWS shall refund the difference within 30 days of signing the modification.

**Section 7 – Modification to the Agreement**

This Agreement may be modified by mutual agreement of the parties. Such modifications shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**Section 8 – Termination**

Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement should be terminated by the USFWS, its liability shall extend only to the release of its work products and related materials to Avista by the termination date. If this Agreement should be terminated by Avista, its liability shall extend only to pay for the actual and reasonable costs of the services rendered and the costs of any non-cancelable obligations incurred in accordance with the terms of this Agreement prior to the effective date of termination.

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**Page 5**

Reimbursable Agreement/Genetic Analysis – Avista/USFWS  
Avista Agreement No. R-20413

**Section 9 – Contract Management**

The Project Managers, or their successors, for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

**Project Manager for the USFWS:**

William R. Ardren  
U.S. Fish and Wildlife Service  
Conservation Genetics Laboratory  
Abernathy Fish Technology Center  
1440 Abernathy Creek Road  
Longview, WA 98632  
(369) 423-3917

**Project Manager for Avista:**

Robert D. Anderson  
Director, Environmental Affairs  
Avista Corporation  
P.O. Box 3727 MSC-1  
Spokane, WA 99220-3727  
(509) 495-4487

In Witness Whereof, the parties have executed this Agreement.

Executed:

7/27/03  
For: U.S. Fish & Wildlife Service Date

7/27/03  
For: Avista Corporation Date

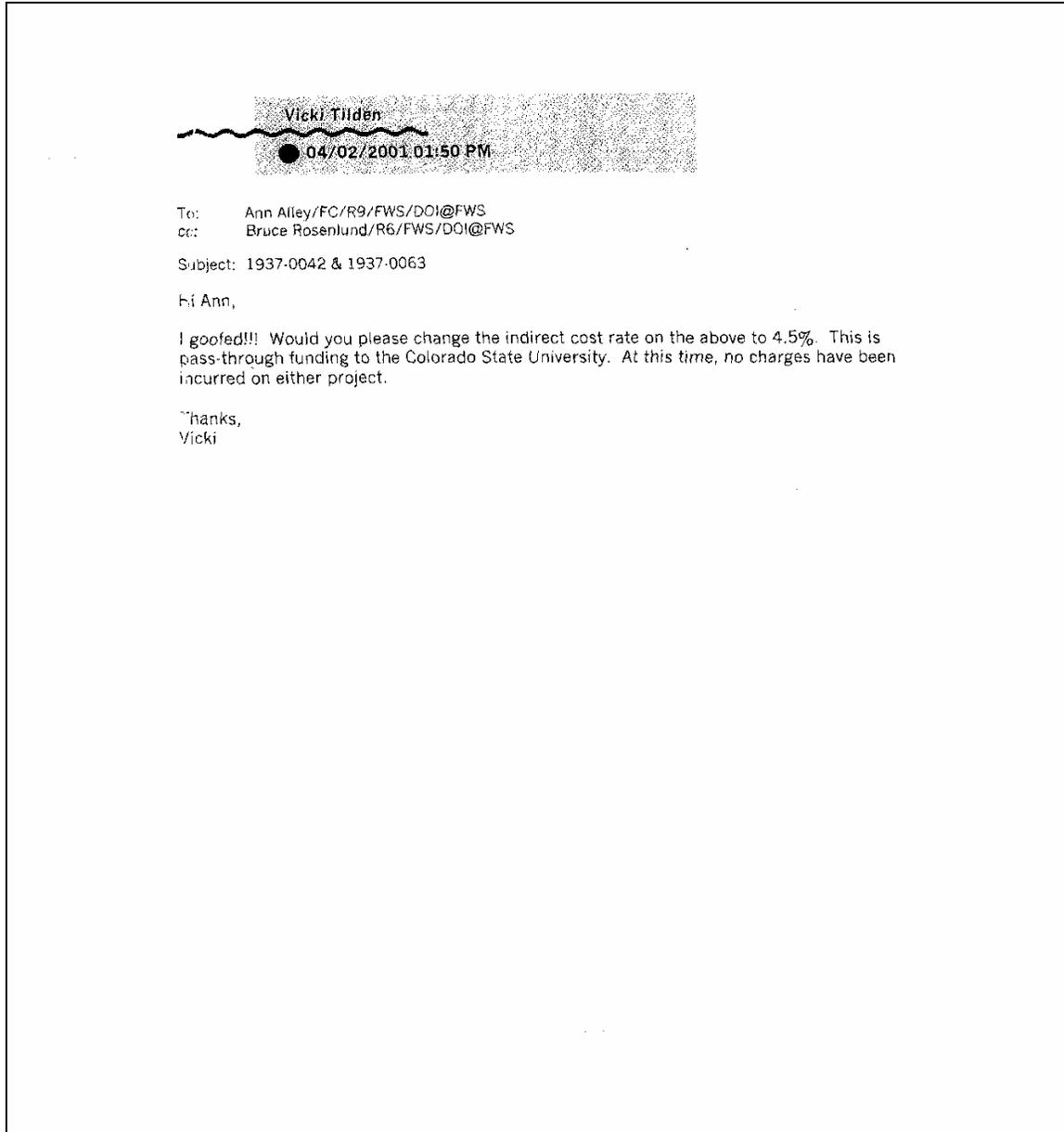






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**Attachment 16 – Request to Adjust Indirect Cost Rates**



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**Attachment 17 - Adjusted RA Transaction**

```

STATUS: ACCPT          DOCID: RA  6  1193763
H-                     BATID:          ORG:
                        CUSTOMER AGREEMENT SET-UP DOCUMENT

TRANS DATE:           ACCOUNTING PERIOD:       BFYS:
DOCUMENT ACTION: E    TRANSACTION TYPE: RM
CUSTOMER NUMBER: 6000000152 B  AGREEMENT NUMBER: MIPROMPUR/02620
AGREEMENT REVENUE SOURCE/SUB: /                CUSTOMER TYPE: RMB
DESCRIPTION:                                     ADVANCE FLAG: N
CUSTOMER NAME: DFAS - RI                          COLL UPDATE MAX FLAG: N
ADDRESS: AOS - B - BLDG 68                        ADV UPDATE MAX FLAG: N
:                                                  LIMIT CALT/FPCA IND: C
:
CITY/ST/ZIP: ROCK ISLAND IL 612998000
COSTING METHOD: P          CUST AGENCY LOCATION CODE: 00 - 00 - 0000
DFLT BURDEN RATE: 4.500    DOCUMENT TOTAL: 48941.47
BILL TYPE: H              BILL CYCLE: Q          BILL AGREE AMT / %: N / 0.00
BILL OBLIGATIONS: N INTERNAL BILL OPTION:      BILL DOC TYPE: R
BILL TEXT TYPE:                               BILL PRINT FLAG: Y
BILL START DATE:                               BILL END DATE: 12 30 2005
REFERENCE AGREEMENT NUMBER:
FIELD 1:           FIELD 2:           FIELD 3:           FIELD 4:
A--*HP20-DOCUMENT ACCEPTED
4-©                1 Sess-1    199.5.236.1                1/2
  
```

```

STATUS: ACCPT          DOCID: RA  6  1193763
01-                   BATID:          ORG:          001-001 OF 001
TRANS TYPE: RM          BFYS: 2001 2002          FUND: 1011
BUDGET ORG/SUB: 65320 / COST ORG/SUB: /          PGM: 1937
BOC/SUB: /              REV SOURCE/SUB: /          RPTG:
JOB NUMBER: 19370063 DFLT BURDEN RATE: 4.500    ROLLOVER FLAG: Y
AMOUNT: 48941.47      I/D: I
FIELD 5:              FIELD 6:              FIELD 7:              FIELD 8:
02- TRANS TYPE:          BFYS:          FUND:
BUDGET ORG/SUB: / / COST ORG/SUB: / /          PGM:
BOC/SUB: /              REV SOURCE/SUB: / /          RPTG:
JOB NUMBER:          DFLT BURDEN RATE:          ROLLOVER FLAG:
AMOUNT:          I/D:
FIELD 5:              FIELD 6:              FIELD 7:              FIELD 8:
03- TRANS TYPE:          BFYS:          FUND:
BUDGET ORG/SUB: / / COST ORG/SUB: / /          PGM:
BOC/SUB: /              REV SOURCE/SUB: / /          RPTG:
JOB NUMBER:          DFLT BURDEN RATE:          ROLLOVER FLAG:
AMOUNT:          I/D:
FIELD 5:              FIELD 6:              FIELD 7:              FIELD 8:

4-©                1 Sess-1    199.5.236.1                1/2
  
```

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**Attachment 18 - Adjusted FPCA Tables**

```

ACTION: R SCREEN: FPCA USERID: FC06
BUDGET FISCAL YEAR PROJECT/CUSTOMER/AGREEMENT REFERENCE TABLE
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB, CUST NUMBER,
      AGREEMENT #, AGREEMENT REVENUE SOURCE/SUB
01- BFYS FUND DIV ORG PROGRAM RPTG JOB
    2001 2002 1011 1937 19370063
CUSTOMER NUMBER: 6000000152 B AGREEMENT #: MIPROMPUR02620
AGREEMENT REV SOURCE/SUB: / CUSTOMER TYPE: RMB
CUSTOMER NAME: DFAS - RI
DISTRIBUTION DEFAULT CUSTOMER AGREEMENT: N LAST DIST DATE:
INDIRECT COST TRANSFER - OPTION: F - ACCOUNTING INFORMATION -
BFY: 2001 2002 FUND: 1001 DIV: ORG: 60188 PGM: 1664
RPTG: JOB: 166460AI BUDGET OBJECT CODE: 253H TRANSACTION TYPE: 01

MAXIMUM BILLABLE AMOUNT: 0.00
ESTIMATED BURDEN AMOUNT: 0.00 BURDEN RATE: 14.000
COMMITMENTS: 0.00 BURDEN: 0.00
OBLIGATIONS: 0.00 OBLIG BURDEN: 0.00
EXPENDITURES: 0.00 BILLING ADJUST: 0.00
PROJ CHARGES: 0.00 EXP ADJUST IN: 0.00
OBLIG ADJUST IN: 0.00

4-© 1 Sess-1 199.5.236.1 1/10
  
```

```

ACTION: A SCREEN: FPCA USERID: FC06
BUDGET FISCAL YEAR PROJECT/CUSTOMER/AGREEMENT REFERENCE TABLE
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB, CUST NUMBER,
      AGREEMENT #, AGREEMENT REVENUE SOURCE/SUB
01- BFYS FUND DIV ORG PROGRAM RPTG JOB
    2001 2002 1011 1937 19370063
CUSTOMER NUMBER: 6000000152 B AGREEMENT #: MIPROMPUR/02620
AGREEMENT REV SOURCE/SUB: / CUSTOMER TYPE: RMB
CUSTOMER NAME: DFAS - RI
DISTRIBUTION DEFAULT CUSTOMER AGREEMENT: N LAST DIST DATE:
INDIRECT COST TRANSFER - OPTION: F - ACCOUNTING INFORMATION -
BFY: 2001 2002 FUND: 1001 DIV: ORG: 60188 PGM: 1664
RPTG: JOB: 166460AI BUDGET OBJECT CODE: 253H TRANSACTION TYPE: 01

MAXIMUM BILLABLE AMOUNT: 48,941.47
ESTIMATED BURDEN AMOUNT: 2,107.53 BURDEN RATE: 4.500
COMMITMENTS: 0.00 BURDEN: 0.00
OBLIGATIONS: 0.00 OBLIG BURDEN: 0.00
EXPENDITURES: 0.00 BILLING ADJUST: 0.00
PROJ CHARGES: 0.00 EXP ADJUST IN: 0.00
OBLIG ADJUST IN: 0.00

01-*L030 ALL LINES ADDED

4-© 1 Sess-1 199.5.236.1 1/10
  
```

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**Attachment 19 – Guidelines – Additional**

- The Economy Act (31 U.S.C. 1535)
- Intergovernmental Cooperation Act (31 U.S.C. 6505)
- Appropriations Act for the Department of the Interior and Related Agencies
- Appropriations Act for the Department of the Interior and Related Agencies, 2000
- House Report 106-222 and Senate Report 106-99
- Office of Management and Budget (OMB) Circular No. A-34, Budget Execution

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**Attachment 20 – Page 1 – Processing Reimbursable Agreements Diagram**

Processing Reimbursable Agreements is represented by an IDEF model. IDEF is an acronym for the **I**-CAM (Integrated Computer Aided Manufacturing) **DEF**inition methods. The IDEF model of the process graphically illustrates the complete activity from payment origin to file archive.

**Activity Model:**

The completed activity model documents an explicit, step-by-step operation. It includes all the information and data required to perform the reimbursable agreement activity. Activity modeling is often referred to as functional decomposition. It shows the input, the process that transforms it, and the output of the transformed input.

**ICOM:** The acronym for the data elements on an activity model.

**IINPUT** the element that triggers an activity and is transformed, consumed, or becomes part of the end result (Output) of the activity.

**CONTROL** data that constrains or regulates the activity. It usually indicates when or how the process will be performed. Controls are mandatory, each activity on a diagram must have at least one.

**OUTPUT** the end result of an activity, the reason for which the process is performed. It must contain some form of input, and it is mandatory.

**MECHANISM** the energy (man or machine) that performs the activity's work.

For example:

Activity: Application Software Testing

